

HEALTH AND SAFETY PLAN

AUGUST 17, 2020



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INTRODUCTION

A safe reopening in the fall requires the commitment of all Villanovans to do their part. Members of the University community must exercise care and caution in their daily activities by **adhering to protocols around wearing personal protective equipment (PPE), practicing social distancing, and engaging in self-monitoring for symptoms of COVID-19.**

At its core, the University is about educating students, and we must all enter the fall semester focused on Villanova's academic mission. Many programs and activities that have traditionally taken place will need to be scaled back, postponed, or even canceled in the interest of maintaining the health and safety of the University community. We must be prepared to work together and to be flexible and vigilant in our commitment to caring for our own health and the health of those around us.

Federal, State, and Local Guidance

The University has relied on federal, state, and local guidance in developing its plans, policies, and procedures for a safe reopening this fall.

In developing this plan, Villanova officials reviewed guidance from the Pennsylvania (PA) departments of Education and Health, the Centers for Disease Control and Prevention (CDC), and the Occupational Safety and Health Administration (OSHA). The plan specifically addresses the five requirements set forth by the PA Department of Education:

- A strategy on how the institution will coordinate with local public health officials
- A strategy to safely resume in-person instruction
- A strategy to monitor health conditions in its campus community
- A strategy to mitigate and contain the spread of the virus on campus and to inform the Department of Health in the event that transmission occurs
- A strategy to communicate accurate and timely information to students, faculty, staff, and the communities it serves

Throughout the fall semester—and the 2020–21 academic year, if necessary—the University will continue to work closely on its COVID-19 health and safety protocols with the Chester County Department of Health, which is responsible for public health services in Delaware County during this crisis.

PREVENTATIVE MEASURES

Cleaning and Disinfecting Supplies

All disinfecting supplies in use meet the Environmental Protection Agency's (EPA) criteria. Key products include the SC Johnson® Professional TruShot™ Spray Disinfectant and Clorox® Total 360® electrostatic sprayer system. Other cleaning and disinfecting supplies that meet CDC and EPA standards also may be used.

Cleaning of Campus Buildings

Villanova Custodial Services is responsible for the cleaning of all campus buildings. The Custodial Services team will monitor all restrooms to ensure that hand soap is available. Hand sanitizer stations have been provided in all classrooms, at the entrances to all buildings and all dining locations, and in other areas where people congregate.

All students, faculty, and staff are being provided initially with hand wipes in portable packages, which are easily carried and can be available for use at any time. Students, faculty, and staff are instructed to clean their classroom areas and workspaces before and after use, with particular attention to high-touch surfaces.

The residence halls, public restrooms, and common areas will be thoroughly cleaned daily, and high-touch points in these spaces will be cleaned twice a day. All offices will be cleaned three times each week, with high-touch areas being cleaned on a daily basis.

Heating, Ventilation, and Air Conditioning (HVAC) of Campus Buildings

The University will closely monitor building heating, ventilation, and air conditioning (HVAC) guidelines and recommendations issued by the following: the Association of Physical Plant Administration (APPA); the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE); and the CDC.

ASHRAE uses minimum efficiency reporting value (MERV) to gauge levels of filtration to be effective in capturing infectious particulates that are airborne. The current COVID-19 recommendation is to have central air system filtration at a MERV 13. The University's central air systems across campus are currently utilizing MERV 8 pre-filters along with MERV 13 final filters and, therefore, meet the recommended filtration effectiveness.

The University is increasing the quantity of outside air to the maximum allowable level for each system. Operation schedules have been modified to follow recommended run times to reduce any airborne exposure to the virus. All air systems, central and individual units, and components are being cleaned—and filters replaced—prior to the return to campus, with continuing preventative maintenance measures in place throughout the year.

During hot, humid weather, it is imperative that all windows in buildings utilizing central air systems be kept closed. Opening windows allows hot, humid air to enter the building, which eventually will condense on cool surfaces and create mold issues. The central air systems are programmed to bring adequate outside ventilation air into each building and condition it to avoid the development of mold.

Face Masks and Personal Protective Equipment (PPE)

Following PA Department of Health guidelines, Villanova community members must wear a face mask inside campus buildings and while outside, unless doing a solitary activity where they can consistently guarantee 6 feet of social distancing with others.

The only exceptions to the mask-wearing requirement are:

- When exercising alone
- When eating and social distancing is maintained
- When showering
- When alone in your office
- When alone in your room or with your roommate

Individuals who are unable to wear face masks due to health reasons may request accommodations through the Office of Human Resources for employees and the Office of Disability Services for students.

Signage regarding the use of face masks will be posted at the entrances to all campus buildings and in common areas.

Students, faculty, and staff are being asked to bring their own face masks to campus. An initial supply of disposable masks and paper bags (for storage between uses) will be provided to all community members.

Cloth face masks must only be worn for one day at a time and must be properly laundered before being used again. Having a one-week supply of cloth face masks will help reduce the need for daily laundering.

Disposable face masks will be available at dining and point-of-service locations for members of the Villanova community and also will be available for visitors, particularly at the Office of Undergraduate Admissions.

Additional or specialized PPE (e.g., N95 masks, gloves, disposable gowns, etc.) will be available based on recommendations developed in accordance with a standard PPE Hazard Assessment process by Villanova Environmental Health and Safety (EHS). Respiratory protection in excess of a face mask will be provided in compliance with OSHA guidance. Villanova EHS staff will complete risk assessments and administer all respiratory protection requirements.

Social Distancing

Maintaining adequate social distance is fundamental to Villanova's Health and Safety Plan. General principles that were observed in the University's social distance planning include:

- Establishing staggered/modified schedules where possible
- Encouraging telework where possible
- Encouraging use of Zoom, Microsoft Teams, Skype, etc., for meetings and trainings, even when all participants are present on campus
- Utilizing a combination of administrative controls (signage, floor markings, etc.) and physical barriers/partitions
- Considering touchless entry where feasible

ACADEMICS

Instructional Spaces

All spaces previously identified as non-instructional (athletic facilities, conference rooms, assembly rooms, etc.) were considered for classroom usage; several of these spaces will be scheduled by the Registrar for the fall and augmented with audiovisual (A/V) capabilities.

This was done in the interest of maximizing instructional space to reduce classroom density as much as possible. Many existing classrooms will be upgraded with A/V and Zoom-streaming equipment to optimize instruction and allow remote attendance.

Each room for instruction—all existing classrooms and additional spaces that were selected for use as classrooms—was evaluated for social distancing options. Social distancing of 6 feet will be maintained whenever possible through a mixture of furniture removal/rearrangement, signage, and floor markings.

The University class schedule has been modified to allow for 20 minutes between classes to facilitate cleaning and social distancing. Each student will be provided with a portable chair to facilitate moving classes outside when feasible.

Graduate-level classrooms are being provided at The Inn at Villanova, the Charles Widger School of Law, and other off-campus locations in order to minimize contact between graduate students, who frequently interact with the greater community outside of Villanova, and undergraduate students.

Class Modifications and Adjustments

Villanova convened a Fall 2020 Planning Committee of faculty and administrators to develop various scenarios to guide planning efforts for instruction for the upcoming academic year. The plan is based primarily on in-person instruction; however, this can be accomplished through the use and mix of several modalities within our classrooms and laboratories:

- On-campus (fully live) courses in socially distanced classrooms
- Simulcast courses (between two or more classrooms or learning locations with one instructor) using Zoom or other streaming technology
- Flipped course design (lectures recorded; students split in two or three groups that come one day a week, while the rest of the content is delivered asynchronously)
- Online instruction, reflecting best practices in online course design, including synchronous and/or interactive experiences

The University will schedule some portion of undergraduate courses 100 percent online, which will free up classrooms to help meet social distancing goals, reduce density in our academic buildings, and provide sufficient options for faculty or students who may have accommodations limiting in-person instruction.

Any off-campus clinical or practicum activity may continue if social distancing guidelines are in place, and if there is adherence to any specific site, governmental, or institutional restrictions.

Absences from class because of COVID-19 illness, quarantine, or self-isolation will be excused, and the student will be permitted to make up the work without academic penalty. All course materials must follow [accessibility standards](#), and faculty are required to make key instructional materials available to students who cannot attend in-person or online classes due to an excused absence. This may include recorded Zoom sessions, recorded video with summaries of key information/concepts, comprehensive slides/handouts, and instructional materials to supplement the above.

NON-ACADEMIC INFORMATION

Non-Instructional Spaces

Non-instructional spaces—including dining locations, libraries, meeting rooms, and administrative offices—were evaluated for social distancing options, based on space available and the nature of usage, with one or more of the following actions taken as needed for compliance with social distancing guidelines:

- Removing, covering, or taping seats as unavailable
- Installing partitions at points of service
- Installing floor markings where service lines form
- Posting room capacities and social distance reminder signage
- Encouraging virtual meetings whenever possible
- Establishing a formal approval process for all gatherings

- Erecting open-air tents in the main areas of campus (South, Commons, West, Main) that will be used for small student gatherings for studying, grab-and-go eating, and impromptu and other student meetings
- Distributing individual folding chairs for student use to promote gatherings outside, under tents, and in large areas
- Limiting non-instructional gatherings as follows: no gatherings will be permitted in the “red” phase (or during periods of increased infection rate on campus); 25 or less in the “yellow” phase; 250 or less in the “green” phase

Administrative Offices

Each departmental office area was reviewed by an area representative and Facilities Management to understand operational requirements, while also ensuring social distancing practices were being followed. Moving forward, each area should continue to work with Facilities Management and choose from the list below to best ensure social distancing in their offices:

- Keeping a bin outside the door to the area to collect and distribute deliveries
- Utilizing signage to restrict kitchens, break rooms, and common areas to one person at a time
- Using plastic sheeting and duct tape to cover reception area furniture and discourage congregating
- Using floor markings to manage waiting rooms
- Purchasing or constructing plexiglass partitions/barriers for reception and other high-traffic areas

Dining Facilities

In an effort to ensure health and safety best practices in Villanova’s dining facilities, the following modifications will be made:

- One point of entry and exit will be available for each dining facility (Dougherty Hall, Donahue Hall, and St. Mary’s Hall).
- Signage will be used to direct customers through the dining halls and queuing areas.
- Most menu items will be fully served by Dining Services staff and carryout will be permitted at all dining locations.
- All food will be served on disposables, including Styrofoam containers with wrapped plastic cutlery and paper cups with lids.
- The hours of operation for all dining facilities will be extended to accommodate the needs of our community.
- Seating will be reduced to satisfy social distancing requirements in each of the dining halls.
- Additional seating will be made available in the Villanova Room of the Connelly Center, and large tents will be set up at several dining hall locations.
- Schedules of staff members will be adjusted to stagger shifts, and there will be additional training for staff who must work in close proximity to one another.
- Staff will wear gloves and face masks in the dining facilities at all times, and frequent handwashing will be required for all staff, as is already the practice.
- Extended custom sneeze guards have been fabricated and will be installed to enhance protection for both staff and patrons.
- Hand-sanitizing stations will be placed at all dining service entrances, and beverage stations, tables, and high-touch areas will be thoroughly and frequently cleaned.

Residence Halls

The residence halls will operate at no more than standard capacity, with the following changes being made to the student living environment:

- Students will be required to observe social distancing and wear face masks at all times, except when in their rooms alone or only with their roommates.
- Each residence hall will have posted signage regarding hygiene and sanitation procedures, social distancing, mask usage, and COVID-19 symptoms.
- At the start of the semester, students will be provided with a personal wellness kit of disinfecting wipes, hand sanitizer, thermometer, and one cloth face mask.
- Students will be expected to self-monitor for symptoms of COVID-19, including daily temperature checks.

Accommodation requests for students with special needs, including those at high risk for COVID-19, will continue to be addressed by the Office of Residence Life and the Office of Disability Services on a case-by-case basis.

Events

Since many meeting spaces will be used as classrooms, campus events will be significantly reduced to include only those essential for academic, athletic, or student service purposes.

Villanova's Event Management Committee (EMC) has existed for several years and reviews calendar/ events for the campus community, mainly for the purpose of reducing conflicts and coordinating resources. Due to COVID-19 concerns, the EMC is now reviewing both on-campus and virtual calendar/ event requests for approval.

The EMC has adopted a [policy](#) for Fall 2020 events and will continue to communicate this information to the community through Campus Currents and similar means.

Athletics

Villanova's Division I athletics programs will be conducted in a manner consistent with CDC- and Commonwealth of Pennsylvania-recommended guidelines, along with NCAA, BIG EAST, Colonial Athletic Association, and Metro Atlantic Athletic Conference best practices and recommendations.

- BIG EAST
 - The BIG EAST announced on Aug. 12 that fall sports competition will not be conducted in 2020 due to the continuing COVID-19 global pandemic. The conference and its member institutions are continuing to evaluate the options for moving fall sports competition to the spring. This announcement affects all 11 Villanova varsity sports programs that compete during the fall season, including six sports that play the championship segments of their seasons in the BIG EAST (men's and women's cross country, men's and women's soccer, field hockey, and volleyball).
 - The BIG EAST cancellation coincides with Villanova's decision to postpone its football season, in alignment with CAA Football suspending conference competition in fall 2020, and examining the possibility of conducting a football season in spring 2021. Villanova Athletics has also canceled the fall non-championship schedules for golf, rowing, men's tennis, and women's tennis.

- CAA
 - The CAA has suspended conference competition in the fall of 2020 due to continuing concerns associated with the COVID-19 pandemic. For the 2020-21 academic year, conference institutions will have the ability to manage practice activities for their football student-athletes in a manner that best meets institutional, federal, state, and local guidelines, as well as NCAA rules. CAA member institutions also have the ability to explore playing an independent football schedule in the fall of 2020.
 - The league additionally expressed a commitment to examining the possibility of conducting a football season in the spring of 2021. Villanova Athletics will consider all possible scenarios for its football season and is continuing to review opportunities for all of its student-athletes to train and condition with their coaches and receive athletic instruction upon returning to campus.
- Club Sports and Intramurals—Alternate intramural programs will be offered to allow for social distancing, including intramural sports: yard game olympics, singles tennis, punt pass kick competition, football combine, and Frisbee golf.
- All club sport activities are suspended for fall 2020 and will be re-evaluated in January 2021.
- Fitness and Recreation Centers—Fitness centers (Davis, Stanford, Farley, and Arch) will re-open on Aug. 17 (normal operating hours). Reservations are required to use the fitness centers. Additional information can be found on the [Athletics website](#).

Campus Masses

Campus Ministry is creating a plan to increase the number of Campus Masses on Saturday and Sunday evenings to accommodate participants. The Mass schedule, along with additional resources, will be located on the Campus Ministry website.

HEALTH SERVICES

Regular Symptom Monitoring

Faculty, staff, and students who are returning to campus must conduct symptom monitoring, including temperature checks, every day prior to arriving at Villanova. The CDC provides a [self-check symptom guide](#) on its website.

There is also an app available for [Apple](#) and [Android](#) devices to use for screening.

In order to work on campus or attend class, members of our community must be free of any symptoms potentially related to COVID-19. At this time, these [symptoms outlined by the CDC](#) include one or more of the following:

- | | |
|---|--------------------------|
| • Cough | • Muscle pain |
| • Shortness of breath or difficulty breathing | • Headache |
| • Fever greater than or equal to 100.4 | • Sore throat |
| • Chills | • Fatigue |
| • Repeated shaking with chills | • New GI symptoms |
| • Runny nose or new sinus congestion | • Loss of taste or smell |

Patient Care Considerations for Students

Students who develop COVID-19 symptoms, have tested positive for COVID-19, or have been in [close contact](#) (as defined by the CDC) with another individual who has been diagnosed with COVID-19 must call the Student Health Center, open 24 hours a day/seven days a week, at 610-519-4070. The protocol below will be followed:

- Students will be advised to schedule a telehealth appointment or an in-person appointment with a provider or a nurse.
- They will be screened for respiratory symptoms and temperature checks prior to entering the Student Health Center.
- Students will be assessed by Student Health Center staff to evaluate the need to quarantine and self-monitor for symptoms, determine if they need COVID-19 testing, or advise if they need a higher level of care.
- Waiting room areas have been reconfigured to separate ill and well patient visits.
- Clinic areas have been reconfigured into “zones” of care for patients requiring COVID-19 testing and treatment.
- A triage system of disposition for students requiring self-isolation or quarantine has been established. Students who live within 300 miles of campus will be advised to quarantine at home, and those who cannot return home will quarantine in designated areas on or near campus.
- For students who may require a higher level of care in a hospital, initial referral will be made to the Main Line Health hospital system, which has four acute care hospitals: Bryn Mawr Hospital, Lankenau Hospital, Paoli Hospital, and Riddle Memorial Hospital.
- The medical director in the Student Health Center maintains staff privileges at Bryn Mawr Hospital and will care for Villanova students admitted to the general medical floor.

Patient Care Considerations for Faculty and Staff

Faculty and staff members who develop COVID-19 symptoms, have tested positive for COVID-19, or have been in [close contact](#) with another individual who has been diagnosed with COVID-19 **must**:

- Notify their supervisor and contact the Office of Human Resources at hr@villanova.edu as soon as possible.
- Contact primary care providers to assess requirements regarding quarantine at home and self-monitoring for symptoms.
- If the primary care provider recommends testing, the faculty/staff member should not return to campus until test results are known.
- If test results are negative, symptoms are improving, and the faculty/staff member is fever-free, he/she may return to work.
- If test results are positive, the employee must call (484-432-7950) or [email](#) the VU contact tracer for further information and instructions.
- After communicating with the VU contact tracer, the employee also must not return to work until 10 days have passed from the time they tested positive and until symptoms are improving; until the employee has been fever-free without fever-reducing medicines for 24 hours; and until a note has been received from their primary care provider—which must be presented to the Office of Human Resources—clearing their return to work.

In addition, below is information on University-sponsored seasonal influenza clinics:

- Faculty and staff are encouraged to get a seasonal flu shot through the annual flu clinics sponsored by the Office of Human Resources.
- Seasonal flu clinics for the campus community (faculty, students, and staff) sponsored by Rite Aid pharmacy will be expanded this year. **Rite Aid will accept most insurance plans on-site for these clinics.**
- Seasonal influenza vaccines also will be available to students in the Student Health Center.

COVID-19 Testing

Villanova is requiring that everyone returning to campus be tested for COVID-19 through Quest labs. The University will cover the cost of this testing initiative. We request that you take the COVID-19 test as soon as it is sent to you so that you and Villanova will have your test results prior to the start of the fall semester. Details on the testing, including information about registering, testing procedures, timelines, and what to do if you test positive for COVID-19, can be found on our [website](#).

In addition to the testing, students should quarantine at home—by staying home or by constantly wearing a mask when not at home—for the 14 days prior to their arrival on campus in August. The combination of testing and self-quarantining will serve to address the Pennsylvania-suggested 14-day quarantine period; students from states experiencing a high number of cases will not need to arrive 14 days early because of these measures.

Faculty and staff who require testing for COVID-19 during the semester are advised to consult with their primary care provider for the type of COVID-19 test they need, and the location options where they can get tested. The University's health care plans will cover costs associated with COVID-19 testing for those enrolled. If localized outbreaks emerge, tighter restrictions and reduced density may need to be implemented again. Faculty and staff who feel sick should stay home, or go home, until symptoms subside. Should you require treatment, you should contact your primary care provider and notify both your supervisor and HR if your illness is COVID-19-related.

Students who require testing for COVID-19 this fall are advised to consult with the Student Health Center. Testing capabilities will include molecular testing for active infection and serum antibody testing via Quest labs. These tests will be performed in the Student Health Center and sent out to Quest labs for processing. The Student Health Center will also have the capability to provide on-site rapid point-of-care molecular testing and rapid point-of-care antigen testing.

Contact Tracing and Proximity Tracking

As part of Villanova's efforts to mitigate the spread of COVID-19 in our campus community, the University has implemented a COVID-19 case investigation and contact tracing program. The program consists of a team of individuals who are contact tracers who operate out of the Student Health Center and in partnership with the Office of Human Resources and the colleges.

The mission of the Villanova (VU) contact tracers is to promptly communicate with patients who are diagnosed with COVID-19 and to rapidly identify and communicate with their "close contacts" in our campus community. Close contacts are identified by the CDC as individuals who are within 6 feet of each other for longer than 15 minutes starting from two days before illness onset until the time the patient is isolated.

The VU contact tracing team is a resource for all members of our community, providing health education and guidance to minimize the spread of the virus. They are guided by protocols to obtain symptom history and relevant health information of affected individuals. As such, they will provide the following:

- Instructions for students regarding self-quarantine and clinical services, as needed.
- Consultation and guidance for employees who will also be counseled to follow up with their own primary care providers, when necessary.

Additional information on this program can be found on our [website](#).

Campus Monitoring, Surveillance, and Voluntary Reporting

Faculty, staff, and students should notify either the Office of Human Resources or the Student Health Center if they have visited an area of high prevalence (domestic or international) in the past 14 days. They should self-monitor for symptoms of COVID-19. Employees considering University-related travel should consult with their supervisor and are asked to travel only if it is deemed “essential.”

Faculty and staff with known exposure to positive COVID-19 cases should contact their primary care providers regarding self-monitoring and quarantining. Students with known exposure to positive COVID-19 cases should contact the Student Health Center. Enhanced screening such as routine temperature checks will be advised where high volumes of students reside, where prior COVID-19 exposure has occurred, or when levels of community spread have increased. When deemed necessary by either the University or health officials, temperature screenings will be required prior to entry into campus buildings.

Quarantining

Adequate space to quarantine students who have had [close contact](#) with an infected person is critical to Villanova’s continued operations.

The CDC states several factors should be considered when defining close contact, such as proximity to an infected individual, the duration of exposure to the individual (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk), and whether a face mask was worn.

Ideal quarantine space will eliminate shared community bathroom use since some students may become infected and some may not. For these reasons, the University has developed the following quarantine plan:

- Students who are able to will be asked to return home if they live within 300 miles of Villanova for the 14-day quarantine period.
- The Inn at Villanova, a University-owned and -operated conference center and hotel, is being taken offline in Fall 2020 so the rooms can be used as quarantine space. The Inn is considered ideal for this purpose, as each student will have a private bathroom and individual HVAC system.
- Two residence halls and two University-owned houses near campus will be held open and available for use as quarantine space.

Counseling Services for Students

The University Counseling Center provides confidential personal/psychological counseling for all Villanova students. Appointments can be scheduled by phone by calling 610-519-4050 and leaving a message with the student’s name, spelling of last name, student ID, and phone number. The student will receive a return call within 24 hours during normal business days to schedule an appointment.

Counseling is usually short-term, which is appropriate for most students. Those who need long-term counseling or whose treatment needs are beyond the Counseling Center's scope of service will be helped with a referral to an off-campus provider.

Faculty and staff members may also call the Counseling Center to consult about a student's mental health. Whenever possible, counseling will be provided via telehealth to observe the requirement of social distancing.

Counseling Services for Faculty and Staff

For faculty and staff at Villanova, [Health Advocate](#) is available to assist with personal, family, and work issues.

HUMAN RESOURCES

Workplace Accommodations

According to the CDC, individuals with certain conditions—and [certain populations](#)—may be at a higher risk for COVID-19 infection. Those conditions include:

- Older adults (age 65 years and older)
- HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Faculty and staff members who have been instructed to return to work on campus and have concerns about doing so due to a medical condition should follow the steps for completing a workplace accommodation request under the [Workplace Accommodation Policy](#). The COVID-19 [Workplace Accommodation Request Form](#) will need to be completed in advance for review and consideration by the Office of Human Resources in consultation with your manager and/or dean. This process will also apply to student employees and graduate assistants should the need arise.

Operational Considerations

Please review additional information about telecommuting, positions that require an on-campus presence, flexible scheduling, and staggered start and end times in the [Faculty and Staff Guide for Returning to Campus](#).

Phased Return to Work

As Villanova prepares to reopen in the fall, faculty and staff will begin to return to campus through a phased approach. If individuals who would be on campus when normal operations resume need to consider telecommuting under the [COVID-19 Temporary Telecommuting Policy](#) due to a medical reason or personal need, they should complete the [Telework Request Form](#) for consideration by the Office of Human Resources and their manager and/or dean.

Phased Return for Research Faculty: The Office of the Provost has established a procedure to allow faculty and their research group members engaged in laboratory research to return to campus during Summer 2020 to perform activities that cannot be completed via telework.

All employees who return to campus must complete training and comply with hygiene, social distancing, PPE, and all other appropriate COVID-19-related policies. The procedure includes:

- The department chair prepares a department-specific plan and submits to the dean (or designee) and EHS for approval. Minimum requirements for the plan have been established by the Office of the Provost and EHS.
- Upon department plan approval, each principal investigator (PI) prepares a lab-specific plan and submits to department chair, college dean, and EHS for approval. Minimum requirements for the plan have been established by the Office of the Provost and EHS.
- Upon lab plan approval, PPE and cleaning supplies are issued to the PI and signage is posted indicating the lab is approved for research activity.

Phased Return for Faculty and Staff: All University offices should be staffed and open for business by Aug. 17. All employees will be responsible for wiping down their workspaces at the beginning and end of each day.

Department managers/supervisors should:

- Plan to begin phasing employees back to work beginning July 13
- Evaluate employee workspaces for the need for modifications. Areas of particular concern are open, shared office spaces and workspaces with a high number of walk-in customers
- Consult with the Office of Facilities Management and EHS for modifications to physical space, installation of barriers, placement of signage, and rearrangement or removal of furniture
- Determine if staggered schedules are warranted to decrease office density and to accommodate customer needs when in-class instruction schedules are expanded

COMMUNICATION ABOUT COVID-19

The University is committed to keeping the campus community informed about preparedness efforts and the University's expectations of students, faculty, and staff in reducing the spread of COVID-19 on our campus. Communications will include:

- Coordinated theme for marketing the community health and safety efforts: **Community First: The CARITAS Commitment**
- Website utilizing this theme to be developed with all health and safety plans, in conjunction with the current COVID-19 information website
- Required online training for students, faculty, and staff prior to the commencement of on-campus activities to address hygiene and sanitation, use of face masks and PPE, social distancing, and procedures to request accommodations
- *Returning to Campus guides* for faculty, staff, and students that will be available online and in hard copy if needed, in addition to Villanova's Health and Safety Plan
- Signage addressing health and safety posted in all University buildings
- Electronic newsletter communication to students (Wildcat Newswire) and faculty and staff (Campus Currents) on a regular basis
- Periodic communications via email from University leadership

Any member of the Villanova community who needs assistance in interpreting this plan or with any disability accommodation may contact the following offices: Disability Services (students) and Human Resources (faculty/staff).

UNIVERSITY CONTACTS

Office of Human Resources

610-519-7900
hr@villanova.edu

Department of Environmental Health and Safety

Facilities Management Building
610-519-3801

Student Health Center

610-519-4070
studenthealthcenter@villanova.edu

Patricia B. and Gary M. Holloway University Counseling Center

Health Services Building, Room 206
610-519-4050

Department of Public Safety

Emergency: 610-519-4444
Non-emergency: 610-519-6979
publicsafety@villanova.edu

Dining Services

610-519-4170
diningservices@villanova.edu

Office of Residence Life

610-519-4154
residencelife@villanova.edu

Athletics

Jake Nevin Fieldhouse
610-519-4090

For questions or additional information about this plan, please email info@villanova.edu.



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